



Terry Tamminen  
Agency Secretary

# Air Resources Board

Alan C. Lloyd, Ph.D.  
Chairman

1001 I Street • P.O. Box 2815  
Sacramento, California 95812 • [www.arb.ca.gov](http://www.arb.ca.gov)



Arnold Schwarzenegger  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: May 12, 2004

SUBJECT: SAFETY MEETING IDEAS -- MAY 2004

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Suggested issues to discuss during your next meeting are:

1. **Safety Inspections**

Safety inspections are not designed to get anyone in trouble. The reason that safety inspections are conducted is to ensure that the work area is safe. With that in mind, why not take a minute to check out your work area for a few important things:

- Are electrical cords frayed or cracked? If so, make sure they are replaced. Also, make sure that combustible materials are kept away from outlets.
- Do you have a place to "duck" under your desk or in case of an earthquake? If not, clear an area.
- Is there anything that could fall and impede an exit? If so, rearrange it so it is not possible.
- Is your office entrance 32 inches wide? If not, it will need to be made that wide.

2. **Identity Theft Caution**

Identity theft is on the rise. The Department of Justice has set up a web site to assist victims: <http://caag.state.ca.us/idtheft/tips.htm>. This includes telephone numbers of credit bureaus to obtain free credit reports.

3. **Toll-Free Emergency Telephone Number You Should Know About**

If there is an incident that causes an evacuation that results in work release and/or closure of any ARB facility, recorded information on return to work status,

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

alternative work locations, and emergency clean up status will be disseminated via a special toll-free telephone number. All Boards, Departments and Offices within the Cal/EPA Agency may use this toll-free number, it is not exclusive to ARB. The number is **(877) 5-CALEPA or (877) 522-5372**. All employees should have the telephone number at their residence and with them at all times.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at <http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov)

cc: Administrative Liaisons